

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 July 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
27 June through 3 July 1956

1. PROGRESS ON MAJOR TRAINING AIDS

A. Basic 3

1. Display, Graphics Register—95% completed
2. FI Organization Chart—in progress

B. Basic 9

1. Three signs for office use

C. Language

1. One chart, —in progress

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D. Cable Secretariat

1. Spot Illustrations for revised handbook sent to customer—awaiting information on handbook layout

E. Security Office

1. Seven charts—layouts in progress

F. OTR/Film Branch

1. Decentralized Intelligence Setup—in progress

G. OTR/PPS

1. Office of Training Notice—in progress

H. OTR/A&E

1. Four slides, "Data Processing"—75% completed

25 YEAR RE-REVIEW

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2. TRAINING AIDS COMPLETED DURING WEEK

A. Basic 3

1. Three name signs for office use

B. Basic 4

1. View-Graphs of administration forms
2. One chart, "Supervisory Assignments"

C. OPS/8

1. One ditto organization layout

D. Medical

1. Two charts--human skeleton

E. OTR/Film Branch

1. Two highway road signs

3. STATISTICAL REPORT FOR MAP SERVICES

A. One map distributed in OTR



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